INDIANA SECRETARY OF STATE
IMAGING REQUEST FOR PROPOSALS - RFP 040-001

INQUIRY PERIOD 2 QUESTIONS AND ANSWERS

December 17, 2004

Q1. Page 3 – Overview: There is no outline for the SOS-desired timeframe for completion of the project. Does the project need to be completed within a given time period after the award? If so, please provide the desired project completion date as needed by SOS.
A. The SOS is not under any statutory or budget cycle constraints, but for planning purposes has assumed a start date soon after signing the contract with a length of approximately 6 months for the project.

Q2. Page 3 – Overview Paragraph 7: If a vendor is planning to do the work off-site, can the processing site be outside the State of Indiana?
A. Yes.

Q3. Page 3 If the work is performed off-site, what options will the selected vendor have for accessing the SOS Corporations SQL database as needed from the remote location for transaction lookup, transaction creation and image creation in the Windows image repository as required? Is the network and database accessible from the Internet (via VPNs or other secure access method), or would dedicated, secure high-speed lines have to be installed and utilized?
A. The SOS would prefer to work with the vendors IT personnel and provide the vendor a copy of the SQL database as either text files or in the proprietary Microsoft SQL format. VPN or other secure access methods could be utilized via the Internet.

Q4. Page 3 How would the packets/files be provided to the selected vendor for movement off-site (boxes, etc)? Will there be an electronic inventory provided to show what is in each box being transferred? Would all of the files be provided at one time, or would a subset of the files/packets be provided based upon an agreed-to processing schedule (i.e. #n boxes per week)?
A. The vendor is responsible for inventorying, packaging and transferring the paper files to the scanning location, either onsite or offsite. Due to the large volume of paper files and the need for the SOS to access the files, the SOS does not envision the entire set of paper documents being kept offsite during the entire scanning process. The SOS envisions the vendor taking a subset of files offsite during scanning. If the vendor proposes taking all documents at once, this should be clearly indicated in the proposal.

Q5. Page 3 Are there any barcode labels on the manila packet folders that specify the packet number, or is the packet number represented in alpha characters only?
A. The packet number is represented in alpha characters only.

Q6. Page 5 – Source Documents: In this section, it is stated that documents will fall into the 4 basic categories. How many unique document types are included in each category, and what are they? Can we get a listing from the TRANSACTION TYPES TABLE of the SOS SQL database?
A. A copy of the transaction types table is found in the Site Visit Questions document which is available at www.in.gov/sos/imaging/onsite_QA.pdf.

Q7. Will the selected vendor be required to add additional document types (*not found in the TRANSACTION TYPES TABLE*) if encountered?
A. The transaction types in the table will cover every document type.

Q8. Are the documents consistent and easily identifiable as to their specific document type (i.e. – specific form numbers or other markings on the document)?
A. The vast majority of documents begin with text that identify the transaction type. SOS staff will be available to identify the exceptions.

Q9. Page 5 – Transactions: When scanning the post-1987 documents, there are existing transaction IDs currently stored in the Transaction Table of the SQL database that relate to each document contained in the packet. Is it possible for the selected vendor to get a full database download to use during the document scanning process to minimize the real-time access needed to the SOS Corporations database? If so, what is the estimated size of this database to date?
A. The SOS would work with the vendors IT personnel and provide the vendor a copy of the SQL database as either text files or in the proprietary Microsoft SQL format. A Microsoft SQL Server version 6.5 backup of the entire SOS Corporations database is 4GB. Text files extracted from the relevant tables in the database would be less than 2GB.

Q10. Page 6 – Transaction Creation: Is there an estimate as to the number of documents that were created prior to 1987 that will require the creation of the transaction ID in the SOS SQL database?
A. There are an estimated 280,000+ filings in the paper files that do not have a corresponding transaction in the database.

Q11. Page 6 – Transaction Creation: It is understood that pre-1987 documents will not have transactions in the SOS SQL Transactions table. Can we or should we assume that the Corporations table will contain the company information even for pre-1987 companies, or will we also have to

potentially create a new company record in the Corporations table prior to creating the new transaction entry in the Transaction table?
A. The vendor should assume that the Corporations table will contain the company information even for pre-1987 companies. Due to the nature of paper files and electronic databases, there are likely to be a small number of exceptions to this rule. The SOS will work with the vendor to provide exception handling for these situations.

Q12. Page 6 – Transaction Creation: If the optional method is used to group all pre-1987 documents together as a single document, will there be a different document type used to represent these documents? What is the preference of SOS for this requirement (all documents grouped or each document individually identified)?
A. Yes, a different document type such as Miscellaneous would be used. *Based on the feedback provided during the Vendor Site Visit, the SOS would prefer to have each document individually identified.*

Q13. Page 7 – Transaction Creation Diagram: On step C – Enter transaction date, we assume that this date will correspond to a date on the document. Is this correct, or will there be other criteria for determination of the date? Which date field does this correspond to in the SOS transaction table (each record has 2 date fields, "Entry Date" and "Effective Date")? How does the other date field get populated (manually or via the application)?
A. The transaction date does correspond to the date on the document. This date will be used for both the "Entry Date" and "Effective Date" fields when adding the record to the table.

Q14. Page 8 – Document Preparation (Sorting): It is stated that the documents would need to be sorted into the correct sequence within a transaction. We assume that this means that the pages must be ordered correctly if they are not in the correct order from the packet. Is this the correct interpretation of this requirement?
A. Yes.

Q15. Page 8 – Document Preparation (Size): It is stated that many documents are 8.5x14 and will need to be reduced to 8.5x11. Is there an estimate as to the percentage of the total pages that are the larger size paper? Is 8.5x14 the largest page size that will be encountered? If not, what are the other page sizes?
A. There is not an estimate of the number of 8.5 x 14 pages in the files. Current SOS staff have not encountered pages larger than 8.5 x 14.

Q16. Page 8 – Document Preparation (Barcodes): If barcode labels will be used, can we assume that any open space on the document can be used for affixing the label to the document such that the label does not cover

any information on the page? After scanning, can we assume that barcode labels can stay on the documents?
A. Yes.

Q17. Page 8 –Document Preparation: It states that documents date back to 1884. What is the condition of the paper that these old documents are printed on? Will the documents have to be copied due to their poor condition? Is there any estimate of the number of pages that are older than 25 years that will require scanning in this project?
A. In certain packets the SOS has already copied the older pages to facilitate making copies for the public. Approximately 40% to 50% of the documents are older than 25 years.

Q18. Page 8 – Document Preparation (Active Files): It is understood that only active packets/files will be scanned in the project. The statistics section on page 16 specifies that there are a total of 275K active packets. Is there an estimate of the number of inactive packets that may be encountered?
A. There are approximately 180,000 packets representing inactive entities.

Q19. What flag in the SOS SQL database specifies an inactive file/corporation? Can inactive packets/files be moved into separate boxes from the active files, or do the packets/files contained in the boxes have to be kept in their original groupings?
A. There is a one-byte field in the Corporations data table where a value of '1' indicates and active entity.

Q20. Page 8 – Scanning: It is stated that the paper documents will be scanned to TIF images. Can the individual documents be represented by multi-page TIFs, or are single-page TIFs required? The indexing diagram on page 10 seems to indicate that single page TIFs will be required, but can you please confirm this requirement?
A. At this time, the SOS Corporations application is designed to use single page TIFF files and the vendor should prepare the bid based on this specification. The SOS would prefer to use multi-page TIFF files and is working with the developer of the SOS Corporations application to determine if this is feasible. A determination will be made prior to the beginning of the scanning project.

Q21. Page 8 – Access to Paper Files: If the work is being done off-site, can these 24-hour return copy requests for documents be provided via fax or email back to SOS personnel, or does the physical document have to be returned to SOS for each request?
A. If the documents are offsite, the access can be via fax, FTP, email or similar methods.

Q22. Will requests for documents come in throughout the day, or will SOS provide a daily list at a mutually agreed to time (e.g. 5:00PM) of the documents that are needed to be returned to SOS within 24 hours?
A. Once daily.

Q23. Page 9 – Indexing: After indexing the images, the image indices will have to be loaded into the SOS SQL Image Index table, and the images stored to a Windows File Server. If the document processing is being done off-site, this will require a removable media (CD, DVD, etc) to be used, and the data to be imported into the SOS systems. Will this database importation be done by SOS personnel or by the selected vendor (who creates the scripts or other programming necessary to complete this task?)?
A. The upload can be done by vendor staff or SOS IT personnel will be available to run scripts or programs necessary to upload data. The scripts or programs will be created by the vendor.

Q24. Page 9 – Indexing: Where are the 1.2M images for the Business Entity Reports currently stored?
A. On an SOS server.

Q25. How many individual documents are represented by these 1.2M images?
A. There are 2.4 images stored on an SOS server that represent the approximately 1.2 million business entity reports that were scanned both front and back.

Q26. How will the selected vendor access these images?
A. The SOS can copy the files to a portable device such as an external USB hard-drive. The images occupy approximately 70GB.

Q27. How are multiple-page documents represented in these image files (multiple single page TIFs or one multi-page TIF)?
A. Multiple single page TIFFs.

Q28. What part of the needed indexing information is encoded in the barcode on each document header sheet image?
A. The first eleven characters of a 14 character identifying number is encoded within the barcode. The three remaining characters are typically hand-written or stamped on the paper document.

Q29. Are there already transaction IDs in the transaction database for these documents (what percentage)?
A. Yes. 100%

Q30. After indexing these images, will it be the responsibility of the selected vendor to update the SOS SQL Image table and write these images to the Windows directory structure as has been outlined in the RFP document?
A. The upload can be done by vendor staff or SOS IT personnel will be available to run scripts or programs necessary to upload data. The scripts or programs will be created by the vendor. The images will not necessarily need to be re-imported as they can retain the same Windows folder structure.

Q31. Not Covered in RFP – Document Deprep: After processing, do the individual documents have to be re-fastened as they were originally provided in the packet?
A. No.

Q32. Not Covered in RFP – File/Packet Return: After processing, what are the requirements for return of the original source documents? Will they be returned to SOS, destroyed, etc?
A. Returned to SOS.

Q33, Q1 From Inquiry Period 1 Q&A - clarification: The "Corporation Application" is the application used by SOS for access/additions to the Corporation database and corresponding scanned images. The selected vendor is not required to use this application for the conversion project as has been outlined in the RFP.
A. The selected vendor is NOT required to use this application for the conversion project.

Q34. As in a previous email, a copy of the Corporations Transaction File for our use.
A. A sample of the corp_data, corp_filing, corp_image, and corp_image_path tables in an Excel spreadsheet are available at www.in.gov/sos/imaging/.

Q35. Image (Index) Table exists now or is it the result of this project?
A. The image table currently exists and is in production use.

Q36. All company's, pre and post 1987, have an Art. Of Inc. transaction on the Transaction Table ?
A. Yes.

Q37. Bar Code program to create Bar Codes (one per page), does Secretary of State have standard software to be used or is this a custom program?
A. The vendor would be responsible for providing the barcode software.

Q38. Scanned documents are to create TIF images with file names (to be determined). This includes the Bar Coded documents for indexes (this was

proposed). Does Secretary of State envision a custom program written to read these file names or bar codes to build the indexes ? Or, the Secretary of State envision this to be done during the scanning process?
A. Either approach would be acceptable. The vendor would be responsible for reading the barcodes and for the software necessary for this task.

Q39. The 1.2 documents already scanned in. The assumption is that these will be online for access. This was discussed in the site-visit review, but could Secretary of State present again their vision of how these records could be handled. We understand reading the bar codes records or the file names for the partial index can be done, reviewing the Image for the Transaction Code and entering it, but the remainder of the Index how is that captured ? We have determined a couple of approaches, but would like to review your approach as presented in the meeting.
A. The SOS can copy the files to a portable device such as an external USB hard-drive. The images occupy approximately 70GB. The vendor can then access these images. The lowest folders in the folder structure each represent a "batch" of approximately 100 business entity reports (BER). There will be at least two images for each report, with the one image representing the front of the document and the next representing the back. The file names for the images are designed to store the images in the order they were scanned. In addition, a piece of paper with a bar code was placed at the beginning of each batch prior to scanning and was scanned (both front and back). This barcode has the first eleven characters of the "locator (index)" number that is associated with each document in the batch. Thus if the barcode is 9501120200 then the locator for the BERs within the batch will have the numbers 95011120200001, 95011120200002, 95011120200003, etc with the last three digits representing the original sequence of the document within the batch. This 14-digit locator number uniquely identifies each document within the computer database and within the paper files and is either hand-written or stamped on the document. However, without opening and reading the individual images it is not possible to ascertain the last three digits because the batches do not necessarily contain all of the original 100 BERs. Some BERs may have been pulled for a copy request from a customer. In such an instance they were not re-filed within the batch but were instead placed in the packet. The goal of this portion of the project is to ascertain the last three characters, concatenate them with the appropriate 11-digits to create the full locator number. This locator number can then be used, in conjunction with the SOS computer database and the Windows folder information, to create an appropriate record in the SOS computer database image table. In addition to the barcode, the Windows file structure also contains the information necessary to create the first 11 characters of the locator number.

Q40. The 2.5 to 3.5 estimates --- is this the number "scans" estimated or is the actual pieces of paper estimated?
A. This is the estimated number or pieces of paper.

Q41. 25% of the documents are two-side, unless these can be isolated, all pieces of paper will be scanned as double-sided?
A. The vendor would need to determine how to handle this issue based on experience. The SOS does NOT require that the both sides be scanned if one side is blank.

Q42. Bob said in the (Site Visit) meeting last week he was going to send out a sample or test version of the transaction table from the Corporations SQL Server DB, was he going to do that this week or after the Inquiry period ? Also, is it worth sending a copy of the Image Index Table?
A. A sample of the corp_data, corp_filing, corp_image, and corp_image_path tables in an Excel spreadsheet are available at www.in.gov/sos/imaging/.

Q43. Also, a question...could you have him walk through his approach (he talked about this and went over it a couple of times in the meeting) on how he sees the 1.2 scanned records getting Indexes on them and update the Image Table ? I know we can get the Batch Date, Batch Name/Number from the Bar Code or WIN Directories and the Trans. Number from looking at the Image..but what else will need to be keyed-in, where do we get the data and does he envision updating the Image Table at that time. We understand this is done with a program, but the flow and from where is what I am missing ?
A. The SOS can copy the files to a portable device such as an external USB hard-drive. The images occupy approximately 70GB. The vendor can then access these images. The lowest folders in the folder structure each represent a "batch" of approximately 100 business entity reports (BER). There will be at least two images for each report, with the one image representing the front of the document and the next representing the back. The file names for the images are designed to store the images in the order they were scanned. In addition, a piece of paper with a bar code was placed at the beginning of each batch prior to scanning and was scanned (both front and back). This barcode has the first eleven characters of the "locator (index)" number that is associated with each document in the batch. Thus if the barcode is 9501120200 then the locator for the BERs within the batch will have the numbers 95011120200001, 95011120200002, 95011120200003, etc with the last three digits representing the original sequence of the document within the batch. This 14-digit locator number uniquely identifies each document within the computer database and within the paper files and is either hand-written or stamped on the document. However, without opening and reading the individual images it is not possible to ascertain the last three digits because the batches do not necessarily contain all of the original 100 BERs. Some BERs may have been pulled for a copy request from a customer. In such an instance they were not re-filed within the batch but were instead placed in the packet. The goal of this portion of the project is to ascertain the last three characters, concatenate them with the appropriate 11-digits to create the full locator number. This locator number can then be used, in conjunction with the SOS computer database and the Windows folder

information, to create an appropriate record in the SOS computer database image table. In addition to the barcode, the Windows file structure also contains the information necessary to create the first 11 characters of the locator number.

Q44. Paper to print the Bar Code or Index Pages, Bob (Gardner) said (at the Vendor Site Visit) that SOS might pick that cost up, what was decided on this? Also, assume that the pages can be printed onsite at SOS?
A. The SOS can provide the paper at a pass through cost to the vendor of approximately $3.00 per ream. The pages can be printed onsite at the SOS facilities.

Q45. I guess I will ask this one also, the budget is for (what I heard in the meeting) around $300,000 to $450,000, is that what I heard ? Also, does this have to be a "per piece" bid?
A. Yes, the figure quoted was $300,000 to $450,000 for the entire project, including other costs not associated directly with the Imaging RFP. Pricing component will be evaluated based on per unit pricing plus additional costs identified by the vendor.

Q46. What is the image storage HW/SW and capacity in the current environment?
A. Approximately 1.1 terabytes of space is available on SOS servers. The servers use Windows 2000 server. The images will be accessed by a custom Visual Basic application currently in use by the SOS.

Q47. We'll need a minimum of modify rights to the image storage location.
A. Appropriate users and security rights will be created for the project.

Q48. Are there different indexing structures for the documents that need to be scanned versus the images that need to be indexed?
A. The existing images that need to be indexed utilize the same indexing scheme for accessing images.

Q49. For the transmission of data to the current SQL database will we gain admin rights?
A. Appropriate users and security rights will be created for the project.

Q50. What format are you utilizing for uploading the images and index data to your current VB based retrieval system?
A. The current SOS VB application and Web functions store index information and images for each transaction as they are processed as part of the workflow.

Q51. For the indexing of already scanned images, are the images already listed in corp_image table?
A. No. The purpose of indexing of already scanned images is to create the appropriate record in the corp_image table.

Q52. Can we get a list of the other vendors bidding on this project?
A. The practice for State RFP's is to not make lists of potential or interested vendors available until after the contract has been executed.

Q53. SIZE – Many documents are 8.5 x 11 inches. These need to be reduced to 8.5 x 11 inches to be compatible for printing. This can be done during the preparation or during scanning. Reduction during prep suggests doing a copy of the original to the appropriate size and scanning the copy. Since most of the 8.5 x 14 inch documents are older the quality of the image will be reduced by scanning a second generation document (copy). Further this would increase prep costs. Additionally the viewing of the document (.tiff image) will be more difficult as the font size will be smaller. How resolute is the state that this reduction should occur? It seems logical that the benefits of reduced cost and ease of viewing would off set this requirement especially as the print size can generally be controlled by selection of paper size and print to fit commands at the time a print is made.
A. Moderately resolute.

Q54. Pg 6.OPTION: All paper documents filled prior to 1987 could be referenced as one transaction within the computer database. This would eliminate keying the information for each of these records. One barcode could be created programmatically to represent these documents as a group, and an appropriate transaction record could be programmatically entered into the database to be used as a reference point within for the image index records. The SOS office will entertain more than one proposal on this option by a vendor. How will one transaction facilitate this? Will the SOS re-explain this and provide an example(s)?
A. A document type such as Miscellaneous could be used with one barcode to represent all documents prior to 1987 in a packet as a single set of images and would be given the date of 12/31/1986. *Based on the feedback provided during the Vendor Site Visit, the SOS would prefer to have each document individually identified.*

Q55. Pg. 9. Concerning the 1.2 existing images the indexing of the final characters from the document (image) it self. During the Site visit, the possibility of creating a programmatic method of indexing was discussed. The SOS indicated their willingness to provide a sample of the database with images to provide assessment of this possibility. Can we expect this sample within a time line that will allow us to analyze it prior to bid submission?
A. A sample of the corp_data, corp_filing, corp_image, and corp_image_path tables in an Excel spreadsheet are available at www.in.gov/sos/imaging/.

Q56. During the pre bid meeting the possibility of the state providing the paper for printing of the barcodes was discussed. Has the state determined if their cost would be sufficiently lower (bulk purchase) to warrant the state purchasing the paper for the barcodes.
A. The SOS can provide the paper at a pass through cost to the vendor of approximately $3.00 per ream.

Q57. Considering the financial impact, we believe we understand, that this should indicate IN wages, IN jobs, IN job creation, etc. However when determining this segment, should we utilize the wages our employees receive, or for this project will Federal minimum wage guidelines be enforced and/or required?
A. The SOS is interested in knowing the actual dollars that will be spent in Indiana. In addition, we would like to know the percentage, if any, of work that will be subcontracted.

Q58. There is no standardized pricing template provided for your analysis. Would the SOS modify this solicitation so uniform/standardized pricing can allow for apples to apples analysis by units with an extrapolation to an estimate based upon projected volume? May we suggest something such as:

Project management	**$per hour**	**x**	**estimated hrs = TL**
Prep	**$per hour**	**x**	**estimated hrs = TL**
Barcode printing (vendor paper)	**$ea**	**x**	**estimated # = TL**
Barcode printing (state paper)	**$ea**	**x**	**estimated # = TL**
Document scanning	**$image**	**x**	**estimated # = TL**
INDEXING (backfile)	**$kystroke**	**x**	**estimated # = TL**
INDEXING (image convers)	**$kystroke**	**x**	**estimated # = TL**
QC	**$PAGE**	**x**	**estimated # = TL**
IMAGE CONVERSION	**$ea**	**x**	**estimated # = TL**
FILE REQUEST	**$ea**	**x**	**estimated # = TL**
Programming	**$hr**	**x**	**estimated # = TL**
Other (by vendor)			
			TL/ est # of images = est cost per image

A. Use of this pricing template is not mandated by the SOS.

Q59. Since there is no hard count of the number of actual documents, will the final 30% pricing component be based upon a unit price of cost per image?
A. Pricing component will be evaluated based on per unit pricing plus additional costs identified by the vendor.

Q60. We understand that you will want the document images in black & white TIFF format. What resolution do you desire?
A. Single bit, 200dpi.

Q61. Do you want the images for multi-page documents in single page or multi page TIFF format?
A. At this time, the SOS Corporations application is designed to use single page TIFF files and the vendor should prepare the bid based on this specification. The SOS would prefer to use multi-page TIFF files and is working with the developer of the SOS Corporations application to determine if this is feasible. A determination will be made prior to the beginning of the scanning project.

Q62. We understand that there are a certain number of packets that will be designated to not scan. Approximately what percentage of the total number of packets will not require scanning?
A. Approximately 40%.

Q63. When you stipulate that documents off-site must be available with 24 hour turnaround do you require that original documents to be sent back or can the required documents be scanned and e-mailed or made available to you on a secure FTP site?
A. If the documents are offsite, the access can be via fax, FTP, email or similar methods.

Q64. What DPI resolution is required for the images?
A. Single bit, 200dpi.

Q65. Will the State supply the cardboard boxes to ultimately store all paper documents after they have been scanned?
A. Yes.

Q66. What is the proper sequence of documents within a transaction for sorting?
A. There is one document per transaction, so the document would be sorted beginning with page 1 to the end.

Q67. What are the specific barcode index fields to be placed on the barcode header page for each transaction?
A. The SOS envisions using the transaction number which would then tie the barcode to a specific transaction within the database. In addition, the packet number and the transaction type could be used in the barcode or on the barcode sheet for readability and/or verification.

Q68. For those documents prior to 1987 that do not have an electronic transaction record in the database, what index fields will be required for indexing the image and what fields would be required for creating an electronic transaction in the database?
A. The index image record would need the transaction number, the folder path to the image on the server, and the image file name. The electronic transaction in the database will need the packet number, the type of transaction, and the date

of the transaction. Additional fields needed in the tables can be autopopulated or populated from the database.

Q69. Please provide a description of each element in the Image Table Layout including where the data originates to be placed in these fields and how it relates to the Transaction Table.
A. The image table layout is as follows:

Original_CN	16 Character	-Packet number
DCN	16 Character	-Transaction number
ImageSeqNumber	4 Integer	-The sequence of a page in a set of single-page TIFF images
VolumePathID	4 Integer	-Constant for high level folders in the image path
Subdirectory	128 Character	-Lower level folders in the image path
Filename	128 Character	-Image file name

NOTES:
Original_CN is the unique identifier for the business entity (packet) and is commonly called the packet number. It is written on the packet and is used extensively within the SOS computer database. The highest table location for the packet within the SOS computer database is the Corp_data table. Most tables within the database are considered “children” to this table.

DCN is the unique identifying number for a transaction and is used in several places within the SOS computer database. The highest table location for this number is the transaction table (corp_filing table). This ties the image table directly to a single transaction in the transaction table.

VolumePathID provides a number for looking up path constants in an associated table. These constants have a Windows server name and the Windows share name on that server. These constants will be entered into the table and assigned a number prior to creating the image records. The vendor program will use these constants to place the images on the appropriate servers.

Subdirectory indicates the Windows folder within the Windows share indicated in VolumePathID. These are the folders where the images are stored. The vendor program will assign subdirectories based on a predetermined naming convention.

Q70. Please provide a description of each element in the Transaction Table Layout including where the data originates to be placed in these fields and how it relates to the Image Table.
A. The transaction table (corp_filing) layout is as follows:

DCN	16 Character	-Transaction number

Original_CN	16 Character	-Packet number
Filing_Type_id	2 Integer	-Filing (transaction) type.
Entry_Date	8 Datetime	-Date transaction entered on system
Effective_Date	8 Datetime	-Legal effective date of filing
Comment	254 Character	-Comments (rarely used)
Affected_DCN	16 Character	-Not used for this application
Create_User	16 Character	-User that processed the filing
RctNumber	7 Character	-Receipt Number
Legacy	1 Integer	-Indicates pre-1999 filing

NOTES:
Filing_Type_id is a number that represents the type of transaction (such as Art of Inc, Merger, Amendment). This can be used to retrieve the text description of the transaction type from the corp_filing_type table.

For pre-1987 transactions (filings) Entry_Date and Effective_Date would both be populated with the single date found on the filing in the paper files.

DCN and Original_CN are as described above.

Other fields would be autopopulated, receive constant values or would not be populated.

Q71. What format is the barcode for the 1.2 BER's that have already been scanned?
A. See image below:

Q72. What additional index fields will be required for indexing the BER documents that are not contained in the barcode?
A. The three-digit sequence number which is stamped or hand-written on the first page of the image scanned from the document.

Q73. Will the inactive documents be entire packets, or documents within a packet?
A. Entire packets.

Q74. Will the inactive documents need to be removed from the original box/folder or will they be placed back in the original box/folder but not scanned?
A. Left in the original location and not scanned.

Q75. What percentage of the entire dataset is inactive and will not be scanned?
A. Approximately 40%.

Q76. What approximate percentage of the Pre-1986 Packets are inactive?
A. Approximately 40% of all packets are inactive. A separate figure is not available for pre-1986 packets.

Q77. What approximate percentage of the Post-1987 Packets are inactive?
A. Analysis indicates that approximately 40% of all packets are inactive. A separate figure is not available for post-1986 packets.

Q78. If the majority of responding vendors come back with a substantially higher document count, which then translates to higher total cost, will that affect the viability of this project?
A. Viability of the project will be base on available funds.

Q79. What fields, if any, besides Packet #, Transaction #, and Transaction Date are required in creating the database (i.e. index fields) for the Pre-1986 Packets?
A. Transaction type.

Q80. Will a sample of the database and corresponding paper be available in order to do a test?
A. Vendors were allowed access to the paper files during the Vendor Site Visit in the RFP timeline.

Q81. What are the SOS's retrieval ratios for the Pre-1986 Packets in comparison to retrieval ratios for the Post-1987 Packets? Are they substantially less or about the same?
A. No data is available at this time to determine the ratio.